



DEPARTMENT OF COMMUNITY  
DEVELOPMENT  
PLANNING DIVISION  
TOWN OF WEST HARTFORD  
50 SOUTH MAIN STREET  
WEST HARTFORD, CT 06107-2431  
TEL: 860.561.7555 FAX: 860.561.7504

[www.westhartfordct.gov](http://www.westhartfordct.gov)

RECEIVED

APR 25 2019

PLANNING & ZONING DIVISION  
Town of West Hartford, CT

PERMIT APPLICATION FOR: (check one of the following)

☐ Lot Split

☒ Special Use Permit

☐ Site Plan

☐ Lot Line Revisions

☐ Subdivision

☐ Building Line

File #: 1301-LB-19

Date Received: 4/25/19

Street Address of Proposed Application: 106 South St.

Zone: \_\_\_\_\_ Acreage/Lot Area: \_\_\_\_\_ Parcel/Lot#: \_\_\_\_\_

Application Fee: \$350.00 Surcharge Fee: \$60.00 Affidavit Fee: \$20.

Applicant's Interest in Property: Church Tenant (Lease)

Brief Description of Proposed Activity: Sunday Services with 96 seats; Mid-week studies and other office functions per statement of purpose

The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the applicant agrees that submission of this document constitutes permission and consent to Commission and Staff inspections of the site. Note: Notice is hereby given the Connecticut Department of Public Health must be notified by applicants for any project located within a public water supply aquifer protection area or watershed area. (CTDPH website at <http://www.dph.state.ct.us>)

Tri Town Professional Offices LLC  
Record Owner's Name

Bruce A. Fletcher for  
Acts Ministries International, Inc  
Applicant's Name

106 South St  
Street

106 South St  
Street

West Hartford CT 06110  
City State Zip

West Hartford CT 06110  
City State Zip

860-538-4548  
Telephone #

860 916 4334  
Telephone #

Contact Person:

Bruce A. Fletcher  
Name

Bruce A. Fletcher  
Applicant's Signature

106 South St  
Street

Angelo L. dos Santos 4-24-19  
Signature of Owner/Authorized Agent

West Hartford CT 06110  
City State Zip

Angelo L. dos Santos,  
MANAGING MEMBER  
TRI TOWN PROFESSIONAL OFFICE  
BUILDING, LLC.

860 461 7355  
Telephone #

bruce92456@me.com  
Email Address



DEPARTMENT OF COMMUNITY SERVICES  
PLANNING DIVISION  
TOWN OF WEST HARTFORD  
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WEST HARTFORD, CT 06107-2431  
TEL: (860) 561-7555 FAX: (860) 561-7504  
[www.westhartford.org](http://www.westhartford.org)

Date 3/9/17

PERMIT APPLICATION FOR: (check one of the following)

☐ Lot Split ☒ Special Use Permit ☐ Site Plan  
☐ Lot Line Revisions ☐ Subdivision ☐ Building Line

File # 1301 Application Fee \$550 Surcharge Fee \$60 Affidavit Fee \$20. Cash

✓ Street Address 106 South St West Hartford Ct 06105

Lot or Parcel # \_\_\_\_\_ Acreage/Lot Area \_\_\_\_\_ Zone \_\_\_\_\_

✓ Applicant's Interest in Property: Church Tenant (lease)

✓ Brief Description of Proposed Activity: Sunday services with 960 seats and other activities per statement of purpose

The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief. Furthermore, the applicant agrees that submission of this document constitutes permission and consent to Commission and Staff inspections of the site. Note: Notice is hereby given the Connecticut Department of Public Health must be notified by applicants for any project located within a public water supply aquifer protection area or watershed area. (CTDPH website at <http://www.dph.state.ct.us>)

In Bern Professional Office  
Record Owner's Name

106 South Street  
Street

West Hartford Ct 06115  
City State Zip

860 538 4548  
Telephone #

Contact Person:

Ben Fletcher  
Name

248 Oxford St  
Street

Hartford CT 06105  
City State Zip

(860) 713-1369  
Telephone #

trishaben13@hotmail  
E-Mail

Bruce A. Fletcher for ACTS Ministries International, Inc.  
Applicant's Name

19 Childs St  
Street

New Britain CT 06051  
City State Zip

(860) 916-4334  
Telephone #

Bruce A. Fletcher  
Applicant's Signature

Angel L de Santos  
Signature of Owner/Authorized Agent

3-16-2017  
ANGEL L de SANTOS  
MANAGING MEMBER

TRI TOWN PROFESSIONAL OFFICE BUILDING

# **ACTS MINISTRIES INTERNATIONAL, INC.**



## **Statement of Purpose:**

It is our purpose to provide a place of worship and Christian training. Our goal is to make positive contributions to the Town of West Hartford by seeking to improve the quality of life for families and individuals.

The building area we are leasing is approximately 7,000 sq. ft. of which we will occupy 4,000 sq. ft. and is currently zoned for Church usage.

A floor plan, land plot and proposed building layout are being developed by certified architects. They show the existing rest rooms and exits. They will also include a proposed seating plan.

<b>Property use:</b>	<b>Approximate Attendance</b>
<b>Sunday</b>	
<b>9:00 am-9:45</b>	
<b>Adult Bible Class</b>	20
<b>10:00 am-12:30 pm</b>	
<b>Public Worship Service</b>	96
<b>Monday</b>	
<b>Leadership Training</b>	20
<b>6:30 pm-9:00 pm</b>	
<b>Thursday</b>	
<b>Music Rehearsal</b>	
<b>7:00 pm-9:00 pm</b>	6

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**Property use:**

**Approximate Attendance**

**Saturday**

Men's Fellowship and Prayer Meeting

8:00 am-10:30 am (once monthly)

15

The building will be accessed during weekdays by the pastors and leadership staff for office business as needed. The approximate occupancy will be 8 people.

*Bruce A. Stetcher*  
*April 12, 2017*



19 Childs St

New Britain, CT

06051

PHONE 860-770-6465

FAX 860-770-6433

USA

E-MAIL [actsmini@gmail.com](mailto:actsmini@gmail.com)

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**CERTIFIED MAIL**

May 3, 2017

Mr. Ben Fletcher  
248 Oxford Street  
Hartford, CT 06105

**SUBJECT: 106 South Street- SUP #1301**

Dear Mr. Fletcher:

At its regular meeting of May 1, 2017, the West Hartford Town Plan and Zoning Commission gave consideration to the following item:

**106 South Street-** Application (SUP #1301) of Tri-Town Professional Office Building, LLC., Record Owner, (Bruce A. Fletcher, ACTS Ministries International, Inc., Applicant) requesting Special Use Permit approval for a place of worship and training for a maximum of 96 seats. (Submitted for TPZ receipt on April 3, 2017. Required public hearing scheduled for May 1, 2017.)

After a brief review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **unanimous vote (4 -0)** (*Motion/Gillette; Second/O'Donnell*) to APPROVE this application with conditions. During its discussions and deliberations on this matter, the Commission made the following findings and conditions:

1. The proposal meets the finding requirements of Section 177-42A (5a) of the West Hartford Code of Ordinances. In particular:
  - a. The location and size of the use, the nature and intensity of the operations connected with this use, the size of the lot in relation to it and the location of the lot with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
  - b. The kind, location and height of all structures and the nature and extent of the landscaping on the lot are such that the use will not hinder or discourage the appropriate development and use of adjacent properties.
  - c. The parking and loading facilities are adequate and properly located for the proposed use, and the entrance and exit driveways are laid out so as to achieve maximum safety.



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*An equal Opportunity/Affirmative Action Employer*

May 4, 2017

2. Pursuant to West Hartford Code of Ordinances Section 177-42A (8), the applicant shall return to the TPZ by May 2019 for further review and evaluation. The TPZ may consider supplemental conditions of approval if operational concerns are identified.

You should now contact the Planning Staff to discuss the submission requirements for your plans. A fifty-eight dollar (\$58) filing fee is required to file a notice of approval on the West Hartford Land Records. Planning staff will be happy to assist you in completing these requirements.

Please note that TPZ approval is not final until the legal requirements for filing are completed. The effective date of approval is **May 19, 2017**.

If you have any questions, please feel free to contact the Planning Staff at 860.561.7555.

Sincerely,



Kevin Ahern  
Chairman TPZ/IWWA

C: Ronald Van Winkle, Town Manager  
Patrick Alair, Corporation Counsel  
Kimberly Boneham, Deputy Corporation Counsel  
Essie Labrot, Town Clerk

Mark McGovern, Director of Community Development  
Todd Dumais, Town Planner  
Kristen Gorski, Economic Development Specialist  
Subject File

U:\Shared Documents\TPZ\Decision Letters\2017\106 South Street\_SUP1301\_May 1\_Approved

## Catherine Dorau

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**From:** Todd Dumais  
**Sent:** Friday, April 26, 2019 2:34 PM  
**To:** Catherine Dorau  
**Cc:** Robert Gosselin  
**Subject:** FW: [EXTERNAL SENDER] File 1301

FYI, for the file and lookback.

Todd Dumais  
Town Planner  
Town of West Hartford  
Department of Community Development : Planning & Zoning Division  
50 South Main Street | West Hartford CT 06107 | t 860.561.7556 | f 860.561.7504

-----Original Message-----

**From:** Bruce Fletcher [mailto:bruce92456@me.com]  
**Sent:** Thursday, April 25, 2019 3:10 PM  
**To:** Todd Dumais <Todd.Dumais@WestHartfordCT.gov>  
**Subject:** [EXTERNAL SENDER] File 1301

RE: ACTS Ministries International, Inc.

106 South St. West Hartford

Per our conversation, this email confirms there have been no changes to the usage of 106 South St.

Thank you very much.

Dr. Bruce A. Fletcher, Pastor

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you have verified the sender and know the content is safe.